

FOR OFFICIAL USE ONLY

4 November 1970


MEMORANDUM FOR THE RECORD

SUBJECT: Specifications for Language Control Register

Following are specifications for the Language Control Register, effective 1 December 1970:

1. The LCR should print out only tested or claimed proficiencies. If the test is over three years old, this fact should be indicated in the same way that it is in current editions of the register.
2. Disclaimed skills should not be printed out.
3. Language factors to be reported are Speaking, Reading and Understanding. Writing skills should not be printed out.
4. The LCR should show for any individual only those languages for which his Unit has a requirement.
5. The "Minimum Requirement" entry should be deleted from the LCR. If this entry is needed for programming purposes, it should be replaced with an arbitrary signal such as "End of Recap."
6. Since "General" language positions no longer exist, there is no need to identify by a dollar sign those employees with languages but who are not in language-designated positions. The dollar sign (\$) should be eliminated.

STATINTL


Executive Secretary
Language Development Committee

Distribution:

STATINTL



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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Specifications for Language Control Register

FROM:

EXTENSION

NO.

Ex. Secy/LDC

DATE

4 Nov 70

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STATINTL

RECEIVED

FORWARDED

1

[REDACTED] SIPS/OCS
GA2505 HQS

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No action taken
until 930 received.
MK
11/4/70

FORM
3-62

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